

Mary Weastell, Chief Executive, City of York Council

Calendar 1st May 2019 – 31st May 2019 inclusive

Dates	Meeting / activity	Location
01/05/19	08:30-09:00 Desk time 09:00-12:00 Council Management Team Meeting 13:00-14:00 Election duties 14:00-14:30 Call with Electoral Manager 14:30-15:00 Election duties 15:00-15:30 Call with Doncaster Council Chief Executive 15:30-17:30 Desk time	West Offices, Station Rise, York, YO1 6GA (WO)
02/05/19	07:00-22:00 Polling day election duties	York
03/05/19	08:30-00:00 Counting of Votes – election duties	Energise, Cornlands Rd, York YO24 3DX
06/05/19	Bank Holiday	N/A
07/05/19	08:30-09:30 Desk time 09:30-10:00 Meeting with Council Management Team 10:00-13:30 CYC Member Induction Session 13:30-15:00 Meeting with Centre Director of Public Health England 15:30-16:30 Middle Management training group session 16:30-17:30 Desk time	WO
08/05/19	08:30-09:00 Desk time 09:00-10:00 Council Management Team 10:00-13:30 CYC Member Induction Session 14:00-15:30 Meeting with Corporate Director of Economy & Place 16:00-17:00 Meeting with Make it York Managing Director 17:00-17:30 Desk time	WO
09/05/19	08:30-09:00 Desk time 09:00-09:30 Meeting with Head of HR and Head of Communications 09:30-10:00 Meeting with PA 10:00-11:00 Meeting with NHS Vale of York Clinical Commissioning Group (CCG) Accountable Officer 11:00-11:30 Meeting with Assistant Director of Joint Commissioning 11:30-12:00 Call with North Yorkshire County Council Head of Resourcing Solutions 13:30-15:30 North Yorkshire & York Systems Leadership Group 15:30-16:00 Meeting with Assistant Director of Legal & Governance and Electoral Manager 16:00-17:00 Meeting with Director of Customer & Corporate Services, Assistant Director of Customer & Digital Services and Head of HR 17:00-17:30 Desk time	WO
10/05/19	08:30-09:00 Desk time 09:00-10:00 Meeting with PA 10:00-11:00 Meeting with Homeserve Chief Executive 11:00-12:00 Urgent work 12:30-13:00 Photo for Fostering Fortnight press release 14:00-15:00 Desk time	WO

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Dates	Meeting / activity	Location
	15:00-16:00 Meeting with York Central MP 16:00-17:30 Desk time	
13/05/19	08:30-09:00 Desk time 09:00-10:00 Meeting with Local Government Association Principal Advisor 10:00-11:00 Meeting with Director of Customer & Corporate Services 11:00-11:30 Meeting with Head of Communications 12:00-12:30 Meeting with Council Management Team 14:00-17:00 Hazel Court Staff Session	WO Hazel Court, James Street, York
14/05/19	08:30-09:00 Desk time 09:00-12:00 Council Management Team Meeting 12:00-12:30 Photo for press release 13:30-14:30 Local Government Association Peer Review interview 14:30-15:00 Meeting with Leader of the Council 15:00-17:30 Desk time	WO
15/05/19	07:00-10:00 Travel 10:00-16:00 Society of Local Authority Chief Executives workshop 16:00-19:00 Travel	The Studio, Cannon Street, Birmingham
16/05/19	08:30-09:00 Desk time 09:00-10:00 Meeting with member of Yorkshire Rows 11:00-12:00 Meeting with York Civic Trust Chief Executive 13:00-13:30 Meeting with PA 13:30-15:00 Meeting with Managing Director and Founder at Faerfield 15:00-15:30 Meeting with interim Assistant Director of Legal & Governance 15:30-16:00 Meeting with Corporate Director of Health, Housing & Adult Social Care and Corporate Director of Children, Education & Communities 16:00-16:30 Meeting with Managing Director of Leeds City Region Enterprise Partnership (LEP) 16:30-17:30 Desk time	WO
17/05/19	08:15-08:45 Call with Chair of Make it York and Chief Operating Officer of York, North Yorkshire & East Riding LEP 08:45-12:30 Urgent work / desk time 13:30-15:00 LGA peer review feedback session 15:00-15:30 Call with North Yorkshire Police Deputy Chief Constable 15:30-16:00 Photo for media release 16:00-17:30 Desk time	WO
20/05/19	08:30-09:00 Desk time 09:00-10:00 Meeting with York Conservation Trust Chief Executive 10:00-11:00 Meeting with Corporate Directors	WO

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Dates	Meeting / activity	Location
	11:00-11:30 Call with Doncaster Council Chief Executive 12:00-12:30 Meeting with Leader of Labour Group 13:00-14:00 Meeting with Corporate Director of Children, Education & Communities 14:00-15:30 Health place-based York Improvement Board Meeting 15:30-16:30 Group Leaders Meeting 17:00-18:00 Rehearsal for Annual Council	York Guildhall
21/05/19	08:30-09:00 Desk time / travel 09:00-13:00 Hazel Court Staff Session 14:00-14:30 Meeting with Time to Change Employment Engagement Manager 14:30-15:00 Call with Consultant and Business Writer at Wordfern Limited 15:00-17:00 CYC Leading Together session 17:00-17:30 Desk time	Hazel Court WO
22/05/19	08:30-09:00 Desk time 09:00-09:45 Meeting with Council Management Team 09:45-10:00 Meeting with Head of Communications 10:45-17:30 Annual Full Council / Lord Mayor Making Day	WO Guildhall
23/05/19	07:00-22:00 European Elections Polling Day	York
24/05/19	08:30-14:00 Desk time / urgent work 14:30-15:30 One Yorkshire Leaders Meeting 15:30-17:30 Desk time / urgent work	WO The Bar Convent, York WO
26/05/19	07:00-22:00 European Election Declaration of Results	Energise, Cornlands Rd, York YO24 3DX
27/05/19	Bank Holiday	N/A
28/05/19	08:30-09:00 Desk time 09:00-11:00 Meeting with Council Management Team 11:00-11:30 Meeting with PA 11:30-12:00 Meeting with Director of Customer & Corporate Services 13:00-14:00 Meeting with West Yorkshire Combined Authority City Region Culture Advisor 14:00-14:30 Meeting with Leader of the Council 15:00-16:00 Meeting with The Dean of York 16:00-17:30 Desk time	WO York Minster WO
29/05/19	08:30-09:00 Desk time 09:00-10:00 Meeting with Head of Corporate Strategy and City Partnerships 10:00-11:00 Urgent work 11:00-11:30 Meeting with Corporate Directors 11:30-12:00 Meeting with Director of Customer & Corporate Services Annual Leave PM 16:00-16:15 Call with Harrogate Council Chief Executive	WO N/A
30/05/19	08:30-09:30 Desk time 09:30-10:00 Meeting with PA 10:00-11:00 Meeting with York Museums Trust Chief	WO

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Dates	Meeting / activity	Location
	Executive 11:00-12:00 Meeting with Yorkshire Sport Strategic Director 13:00-17:30 Urgent work / desk time	
31/05/19	Annual Leave	N/A